



TANZA WATER DISTRICT

WATER SUPPLY CONTROL PROCEDURE

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Quality Management System Procedures

Document No.

TWD-QP-WRP-002

Rev. no.

Ø

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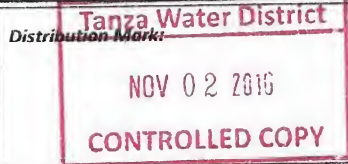
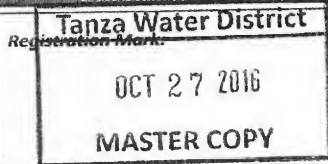
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General Manager

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1.0 OBJECTIVE

To manage the water quality of our water resources and to achieve a consistent chemical, physical and biological water supply.

2.0 SCOPE

This procedure covers the monitoring of the quality of the water supply.

3.0 DEFINITION OF TERMS

- 3.1 Ampere – the unit for measuring the rate at which electric current flows.
- 3.2 Voltage – the force of an electric current that is measured in volts.
- 3.3 Parameters – any of a set of physical properties whose values determine the characteristics or behavior of something.
- 3.4 Pump Station Cleaning – routine cleaning of each pump station to maintain orderliness and cleanliness.
- 3.5 Flushing – routine flushing of designated areas through blow offs and hydrants to ensure that water lines are clean and to reduce bio film build up in water lines.

4.0 REFERENCE DOCUMENTS

- 4.1 Water Quality Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Head is in charge and authorized for the process of the procedure.

6.0 PROCEDURE DETAILS

6.1 Monitoring of Water Supply

Process Flow	In-charge	Process Description	Records
Start			
Check Pump Performance	Pump Operator	Shall check the static and pumping water level, voltage, pump capacity and amperes and record the reading in the Checklist for Pump Station.	Pumping Station Monitoring Report
A			

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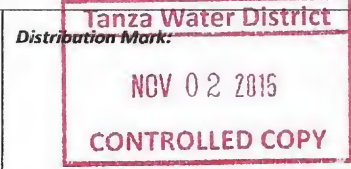
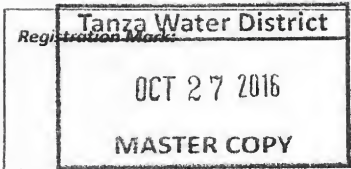
Water Supply Control Procedure

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Check the Machine Parameters	Pump Operator	Shall check the metering pump setting adjustments.	Pump Operations Checklist
Water Tank Inspection	Pump Operator	Shall check the level of the water tan level twice a day and record the activity using the Pumping Station Monitoring Checklist.	Pumping Station Monitoring Checklist
Monitor of Water Supply	Pump Operator	Shall monitor the water supply using Water Supply Monitoring .	Water Supply Monitoring Report
Accomplishment of Monthly Report	Maintenance Head	Shall accomplish a monthly report using Water Operation Data to summarize total distributed water. <i>Note:</i> The Water Resources Planning and Design Division (WRPDD) shall verify the report using Water sales Operations Report.	Water Operation Data
End			

6.2 Monitoring of Flow Meter of the Pumping Station

Process Flow	In-charge	Process Description	Records
Start			
Visual Check of Flow Meter	Pump Operator	The pump operators shall do a visual check of the flow meter.	Water Quality Monitoring Report
Record of Reading	Pump Operator	Shall record the reading on the Pump Operation Checklist after the visual check of the flow meter	Pump Operation Checklist
Water Supply Monitoring	Pump Operator	Shall also record the inflow and outflow of water supply.	Water Supply Monitoring Report
End			



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6.3 Maintenance of the Pipeline (Pressure Monitoring)

Process Flow	In-charge	Process Description	Records
Start			
Visual Inspection	Pump Operator	Shall schedule the performance of water quality testing using the Testing Schedule Monitoring.	Testing Schedule Monitoring
Check Water Supply	Pump Operator	Shall conduct extraction of samples from all pumping station and record the activity using the Water Quality Monitoring.	Water Quality Monitoring Report
End			

6.4 The Quality Control Personnel shall get a water sample every 1st week and 2nd week of the month and submit to the accredited testing laboratory.

6.4.1 The Quality Control Personnel shall keep all test result for future reference.

6.5 Reports

Reports	Frequency	Responsible
Accomplishment Report	Monthly	Pump Operator
Flushing Report	Monthly	Pump Operator
Pressure Monitoring	Daily	Pump Operator

7.0 PERFORMANCE INDICATORS

7.1 Division Head shall ensure that all specimens are properly labeled.

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8.0 ATTACHMENTS AND FORMS

- 8.1 Water Quality Monitoring Report
- 8.2 Water Supply Monitoring Report
- 8.3 Testing Schedule Monitoring
- 8.4 Pumping Station Monitoring Checklist
- 8.5 Pump Operation Checklist
- 8.6 Pumping Station Monitoring Report

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WATER SUPPLY MONITORING REPORT

Pumping Station Location: _____ Operator Name/s: _____

Shift	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Total							

Shift	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Total							

Shift	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Total							

Shift	Date:	Date:	Date:	Date:	Date:	Date:	Date:
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Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		



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Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		



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PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

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PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

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TESTING SCHEDULE MONITORING

Date Updated: _____

Location	Type of Test	Frequency	Month												Remarks
			Jan	Feb	Mar	Apr	May	June	July	Aug.	Sept	Oct	Nov	Dec	
		Plan													
			Actual												
			Plan												
			Actual												
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			Actual												

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Prepared by: _____

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PUMP OPERATION CHECKLIST

Time of Duty: _____

Date: _____

Pumping Station	Static Water Level		Pumping Water Level		Voltage		Current	
	Reading	Time	Reading	Time	Reading	Time	Reading	Time

Water Treatment Checklist:

Pumping Station	Pressure Monitoring		Pump Water Level		Chlorinator & Chlorine Monitoring			Pump Capacity	
	Reading	Time	Reading	Time	Setting	Mixture	Time	gpm	time

Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared: _____

Pumping Station No.

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Pumping Station No.

Time Prepared: _____

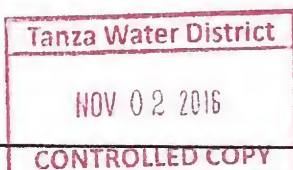
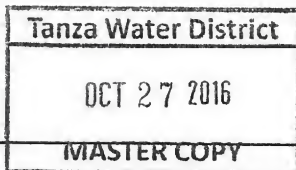
Pumping Station No.

Time Prepared: _____

Pumping Station No.

Time Prepared: _____

Remarks:



Accomplished by: _____

Received by: _____

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